

REQUEST FOR PROPOSALS

MERRILL FIELD AIRPORT

**LEASEHOLD DEVELOPMENT of Merrill Field Airport
property, legally described as a portion of
Lot 4 Block 4 Merrill Field Replat (Plat 85-23)
(TBD# Address) Merrill Field Drive, Anchorage, AK
(100' x 315' western most portion, between UAA Hangar and
AK Aircraft Engines/Lake Clark Air leaseholds)**

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This information can be obtained by calling our office @ 343-6303
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SECTION 1 GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposal (RFP) is selection of an Awardee for two purposes:

1.1.1 To enter a LONG TERM LEASE of this facility that meets the needs of the Municipality of Anchorage (MOA) and Merrill Field Airport (MRI) that complies with the requirements established by this RFP; and

1.1.2 Development of a Merrill Field Airport parcel at TBD# Merrill Field Drive, Anchorage, Alaska (legally described as a portion of the westernmost 100' x 315' of LOT 4, BLOCK 4, MERRILL FIELD REPLAT, ACCORDING TO PLAT NO. 85-23, DATED FEBRUARY 4, 1985, LOCATED WITHIN THE ANCHORAGE RECORDING DISTRICT OF THE THIRD JUDICIAL DISTRICT, STATE OF ALASKA., Anchorage, Alaska) in a manner which provides the highest and best use of the site that is consistent with the goals identified in the MRI Airport Master Plan and the bid award criteria defined herein.

1.1.3 Aerial overview of parcel depicts location between Lake Clark Air and University of Alaska Anchorage (UAA) hangar, general configuration, existing fencing and gate to be removed/relocated.



1.2 Background

All of Lot 4, Block 4 is owned by the MOA/MRI and presently leased to the University of Alaska - Anchorage. This subject property is part of the entire Lot 4, Block 4 site located at 2555 Merrill Field Drive, Anchorage, Alaska, situated on the south side of Runway 7-25, on MRI. This portion of the UAA lease site is presently underutilized by UAA in concert with its hangar (the former ERA hangar) and UAA will relinquish this portion when a new Lease for this partial Lot 4, Block 4 site is entered into by the RFP selectee. The westernmost 100' portion of the leased site consists of 31,500 square feet. The site is zoned and acceptable for light industrial use.

The site is level and all public utilities are available. The leasehold is ~100' x 315' (directionally EW x NS). With a Building Restriction Line (BRL) 30' setback from the lease line constraint, the 'buildable' area of this entire leasehold is ~100 E-W' x 285' N-S in size. This lot site has ~100' road frontage on Merrill Field Drive (MFD), including its own ingress/egress MFD access point, and it is immediately adjacent to and south of Taxiway NOVEMBER; immediately adjacent to and west of the UAA Hangar leasehold; due east of and immediately adjacent to the Alaska Aircraft Engines-Lake Clark Air leased site. Overall, the subject site is physically capable of supporting a commercial/business development hangar, with associated aircraft and customer/employee auto parking. Nearly all of the site is paved and it is presently fenced and gated from TWY November with 8' high chain-link. Final fence and gate reconfigurations will be decided by the business development needs of the property, with Airport Management approval of final configuration.

FYI, MRI is presently not-to-exceed 12,500# weight restricted aircraft. Also, per FAA AC 150/5300-13A, Airport Design - which addresses aircraft wingspan width and aircraft approach speeds - MRI Runway 7/25 is categorized as Runway Design Code (RDC) B-II (approach speed of 91 - <121 knots and wingspan of 49'-<79') and Runway 16/34 is categorized as RDC B-I (approach speed of <91 knots and wingspan of <49').

For aviation purpose uses, an investment in excess of \$375,000 will enable a 35 year lease, with two 10-year renewal options.

1.3 Overall Site Condition

1.3.1 Overall, the subject property is near level terrain; overall pavement condition is in good condition.

1.3.2 This site is not atop the former municipal landfill: neither the lease lot nor the anticipated building site is above the former municipal landfill. Below surface soils are primarily gravel and very stable. Any onsite to-be-constructed construction beyond 200' from the former landfill boundary will not require a methane gas mitigation plan.

1.3.3 Legally Permissible: The principal legal constraints affecting land use potential are compliance with the MRI Airport Master Plan and MOA zoning ordinances. The latter designates the subject site as an I-1, light industrial district (intended primarily for public

and private light and general manufacturing, processing, service, storage, wholesale, and distribution operations along with other uses that support and/or are compatible with industrial uses).

1.3.4 Authorized Use: The Awardee will be authorized to use this westernmost 100' portion of Lot 4, Block 4 parcel for the purposes defined herein in SECTION 5.1 – CONCEPTUAL PLAN FOR REDEVELOPMENT OF A PORTION OF LOT 4 BLOCK 4 MERRILL FIELD REPLAT. TBD# Merrill Field Drive. All proposed construction plans are subject to MRI approval and requisite MOA building permits.

1.3.5 Commercial Aviation Use Focus: Due to its prime airfield location immediately adjacent to the airport primary runway, commercial aviation development will be the only acceptable development on this site.

1.4 Questions submitted to MOA MRI

Any questions regarding this proposal are to be submitted:

Physical Address:

Municipality of Anchorage
Merrill Field Airport
800 Merrill Field Drive
Anchorage, AK 99501

Mailing Address:

Same

(907) 343-6303 or 343-6309 Phone

(907) 249-7779 Facsimile

merrillinfo@muni.org

Office Hours:

Monday - Friday 7:30 a.m. to 4:30 p.m. (except municipal holidays)

Note: If using E-mail, please identify the project in the subject line [Portion of Lot 4 Block 4 Merrill Field Replat. TBD# Merrill Field Drive Redevelopment]

E-mail is the required method for question submission. **[EMAIL ADDRESS AND POINT OF CONTACT** is Linda Luebke, MRI Leasing Specialist, 800 Merrill Field Drive. Phone 907 343 6309; email LuebkeLA@ci.anchorage.ak.us]

SECTION 2 RENT

2.1 Rent determination: The 2018 annual airport/aviation purpose bare land lease rate for this land parcel is \$0.208 per square foot per year and will be adjusted annually in concert with the Anchorage Consumer Price Index. At 31,500 square feet, the first year's annual rent for land only would be \$6552, at the 2018 airport/aviation purpose rate. The exact amount of the rent will be calendar-month prorata adjusted at lease execution.

SECTION 3 LEASE BIDDING CRITERIA

MOA/MRI intent is to achieve the highest and best use for this site. That is defined as - and is the goal for - developing this site as a commercially oriented, job creating or promoting, airfield activity stimulating, aviation related development that utilizes the entire site. If desired by Lessee-developer, either below ground or above ground fuel tank installation(s) will be allowed.

3.1 Process for bid selection is set forth in Sections 4 and 5 below. Additionally, see “RFP Bidding Instructions” included as part of the RFP Advertising Announcement requirements.

3.2 Questions prior to RFP deadline

All questions regarding the scope of work must be received prior to the deadline indicated on the RFP Advertising Announcement.

3.3 Inspection

One on-site inspection for respondents will be held by meeting at the designated location at TBD# Merrill Field Drive. The inspection will be as scheduled per the RFP Advertising Announcement. MRI will accommodate additional inspections by appointment, for those that attended the initial on-site inspection as per the RFP.

3.4 Preparation Costs

The MOA/MRI shall not be responsible for proposal preparation costs, nor for any costs, including attorney fees, associated with any administrative, judicial or other challenge to the determination of the proposals for this RFP process. By submitting a proposal each respondent agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 4 RULES GOVERNING COMPETITION

4.1 Examination of RFP Proposal

Respondents should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Respondents should become fully aware of the nature of the proposed transaction and the conditions likely to be encountered in performing the transaction.

4.2 Proposal Acceptance Period

Selection of a successful proposal is anticipated to be announced within thirty (30) calendar days after RFP response date, although all offers must be complete and irrevocable for sixty (60) days following the submission date.

4.3 Confidentiality

The content of the proposals will be kept confidential until the selection of the most qualified proposal has been announced.

If a respondent desires any provided financial information to remain “confidential or proprietary,” the respondent shall clearly indicate such by marking each page with a “confidential or proprietary” stamp/statement. Respondents are advised that under Anchorage Municipal Code (AMC) subsections 3.90.040F and G, respectively, proprietary information shall be limited to “records or engineering or other technical data, which, if released, would provide a competitive advantage to any other person engaged in similar or related activities,” and “proprietary information which a manufacturer, consultant or provider reasonably requires to be kept privileged or confidential to protect the property interests of persons providing the information or data.”

A respondent must provide a statement supporting its request for maintaining its financial information as “confidential/proprietary,” and how it complies with the provisions of AMC stated above. This request must be attached to the respondent’s submission in a conspicuous location.

In the event that information is determined to be of a proprietary nature, it shall be maintained in the files of MRI and made available for internal review, but shall not be subject to public disclosure – either during or after the RFP process – unless ordered by a court of competent jurisdiction.

NOTE: The final Awardee will be required to disclose all financial information consistent with the award/contract terms and conditions, and approved by the Anchorage Assembly.

4.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on the following:

- 4.4.1 Conformance to the RFP instructions; and
- 4.4.2 Responsiveness to the RFP requirements; and
- 4.4.3 Completeness and clarity of content.

4.5 Signature Requirements

All proposals must be signed. A proposal may be signed by an officer or other agent of a corporation, if authorized to sign contracts on its behalf; a general partner of a partnership; manager of an LLC; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document.

Signature on the "Letter of Transmittal" will meet this requirement (Paragraph 6.3.3). The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature. Failure to sign the Proposals is grounds for rejection.

4.6 Proposal Submission

ONE ORIGINAL, single sided unbound, plus five (5) complete copies of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound, or enclosed in folders/binders as the respondent chooses.

IN ADDITION to the copies required above, a PDF copy of the complete proposal, including attachments, shall be provided on a virus-free CD or thumb-drive.

All copies of the proposals shall be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the title, "Development Proposal for a Portion of Lot 4 Block 4 Merrill Field Replat. TBD# Merrill Field Drive Property at MRI" prominently displayed on the outside of the package. Proposals must be delivered or mailed to: Merrill Field Airport, 800 Merrill Field Drive, Anchorage, AK 99501.

4.7 News Releases

News Releases pertaining to the award resulting from the RFPs shall not be made by a respondent without prior written approval of the MRI Manager.

4.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the MOA/MRI. One copy shall be retained for the official files of MRI and will become public record after selection of the successful proposer (subject to Section 4.3 Confidentiality herein).

4.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

4.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission time and date by sending written notification of its withdrawal, signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new proposal prior to the final submission time and date; or submit written modification or addition to its proposal prior to the final submission time and date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the MOA after the date of receipt.

4.11 Late Submissions

Proposals not received prior to the date and time specified in the cover letter, regardless of when the proposal was mailed, will not be considered and will be returned unopened.

4.12 Rejection of Proposals

The Municipality reserves the unilateral right to reject any and all proposals as determined to be in the best interest of the Municipality.

4.13 Appeals

AMC section 7.20.130 does not apply to this RFP. Any appeal related to this RFP shall be in accordance with this section.

4.13.1 Appeals Prior to Submission of Proposals

An appeal based on alleged improprieties or ambiguities in this RFP shall be filed with the Merrill Field Airport NO LATER THAN seven (7) calendar days PRIOR to the date specified for receipt of proposals.

4.13.2 Appeals of the Most Qualified Proposal(s)

An appeal based on the selection of the most qualified proposal shall be filed no later than four (4) working days AFTER the date of the MRI Manager's letter notifying respondent of the selected proposal.

4.13.3 Content of Appeals

The appeal shall, at a minimum, contain the following information:

4.13.3.1 The name, address, and telephone number of the appellant; and

4.13.3.2 The signature of the appellant or its authorized representative; and

4.13.3.3 A detailed statement of the factual and legal grounds of the appeal, including copies of any relevant documents; and

4.13.3.4 The form of relief requested.

Any appeal that is incomplete or substantially fails to conform to the above shall automatically be denied and shall not be considered at any time thereafter.

4.13.4 Decisions on Appeals

The MRI Manager shall issue a written decision containing the rationale of the decision within three (3) working days after the appeal has been filed.

An appeal of the decision of the MRI Manager may be filed directly to the Municipal Manager, with a copy provided concurrently to the MRI Manager, within three (3) working days of receipt of the MRI Manager's decision.

Upon receipt, the Municipal Manager, in his sole discretion, may consider the appeal and issue a final decision, or may refer the matter to a special hearing officer appointed by the Municipal Manager. The decision of the Municipal Manager, or the special hearing officer, is the final administrative appeal available to the party filing the appeal.

SECTION 5 – CONCEPTUAL PLAN FOR REDEVELOPMENT OF A PORTION OF LOT 4, BLOCK 4 MERRILL FIELD REPLAT. TBD# Merrill Field Drive

5.1 Goals for Developing the Site

This site is level and nearly all of the site is paved and fenced and gated from TWY November with 8' high chain-link; all public utilities are available; the lot site has ~100' road frontage on Merrill Field Drive (MFD) and is immediately adjacent and fronting Taxiway NOVEMBER; this site has no known environmental contamination; it has legal access to Merrill Field Airport; and it is well situated near the eastern end of primary runway 7-25. The site is physically capable of supporting a commercial business-with-hangar operation. An automated vehicle gate and its components (whole gate operator system) is installed and will ultimately be integrated into the security system currently operating at the airport, when final fence and gate configuration are defined by development business needs.

Redevelopment of property at partial Lot4, Block4 TBD# Merrill Field Drive (legally described as the westernmost 100' of Lot 4, Block 4, Merrill Field Replat, Plat No. 85-23, Anchorage, Alaska) shall accomplish the following goals and be the evaluation criteria by which award will be judged and awarded:

- Only aviation purpose use of the property will be approved.
- Business Development Benefit to MRI and Business Economic Development Potential. The degree to which the redevelopment may potentially stimulate other desirable economic development and/or development activity (catalytic effect).
- Airport Master Plan Compatibility. The compatibility of redevelopment with land use and development plans as described by city goals and/or the master plan.
- Overall Development of new Construction.
- Bonus Bid – One time monetary amount.

5.2 Development Covenants. Respondent shall commence development construction on partial Lot4, Block4 TBD# Merrill Field Drive leasehold improvements in accordance with all federal, state and municipal requirements within twelve months after Lease execution. Notice of this covenant shall be recorded at closing. An approved MOA building permit enabling start of construction shall be considered as meeting this requirement.

5.3 SWPPP Compliance. As part of this award, the successful bidder/Lessee will be responsible for operational compliance with the MRI Storm Water Pollution Prevention Program. A full electronic copy is available on the MOA /MRI website (as listed in Section 8.7 in the Attachments section of this RFP).

5.4 Site Security. As part of this award, the successful bidder/Lessee will be responsible for maintaining restricted/unauthorized access to the airfield and maintain compliance with the MRI Driver Training Program, throughout the lease term.

5.5 Gate Responsibility. As part of this award, a presently installed-in-concert with the security system currently operating at the airport automated vehicle gate and its components (whole gate operator system and security camera) will need relocation. Specific gate relocation will be determined depending on development layout.

5.6 Performance Security. As security for performance of the aforementioned development requirements, Proposer respondent/future Lessee shall agree that their lease will be terminated at the end of five years from date of contract execution **if** they have failed to perform as proposed as part of their bid proposal for which they received points under *Section 7.1 Evaluation Criteria Points System*. Any Lessee improvements to the site will be forfeited without reimbursement as part of such termination, **OR**, alternatively, in lieu of lease and improvements forfeiture for non-performance, successful proposer/Lessee shall pay a \$50,000 penalty payment.

5.7 Onsite Snow Storage Responsibility. Lessee will be responsible for onsite snow removal and storage until the snow can be removed. Development plans must consider and accommodate same.

SECTION 6 - PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding letter of transmittal, résumés, forms A, B, C & D in the bidding instructions, title page, index/table of contents, attachments, dividers, and drawings). One page shall be interpreted as one side of single spaced, typed, 8 1/2" X 11" sheet of paper. The number of copies to be submitted is provided in Section 4.6.

6.1 Title Page

Show the RFP subject, the name of proposing firm, address, telephone number(s), name of contact person, and date.

6.2 Table of Contents

Clearly identify the materials by section and page number.

6.3 Letter of Transmittal limited to one (1) page.

6.3.1 Brief statement of understanding of services to be performed and commitment to provide the services as specified.

6.3.2 Provide name(s) of the person(s) who are authorized to make representations for proposer, their titles, address, and telephone numbers.

6.3.3 Transmittal letter must be signed by a corporate officer or other individual who has the authority to bind the proposer.

6.4 Description and Proposal of Partial Lot 4, Block 4 TBD# Merrill Field Drive Redevelopment Plans. Respondent must provide adequate information describing their development plans for Partial Lot 4, Block 4 TBD# Merrill Field Drive. Those plans must include Locations and Description of Proposed Facilities as appropriate, photographs, maps, drawings, etc., as to provide the MOA/MRI with a clear picture of the physical and Business development plan of the proposal.

SECTION 7 EVALUATION CRITERIA AND PROCESS

7.1 Evaluation Criteria Points System. There will be up to 100 points possible for determining the successful proposer.

7.1.1 Business Development Benefit to MRI, to include consideration of Business Opportunities not currently on or underserved at MRI: 30 Points possible [examples, in order of preference, a commercial-with-hangar operation that may include: aircraft manufacturing/assembly, aircraft rentals, Part 135 Air Taxi operation, flight school, aircraft sales].

7.1.2 Economic Development Benefit to MOA & MRI, to include non-construction permanent full time equivalent (FTE) job opportunities/employment creation at MRI over the next 5 years from date of Lease entry. 25 Points possible, as follows: One to Four FTE Jobs = 5 Points; Five to Nine FTE Jobs = 15 Points; Ten or more FTE Jobs = 25 Points

7.1.3 Overall Development of new Construction. 20 Points possible

7.1.4 Bonus Bid – One time monetary amount

One half point - up to 25 Points - will be awarded per each \$1,000 (rounded to the nearest \$1,000) of the one-time monetary bid amount.

7.2 Evaluation Process

A committee of individuals representing the MOA/MRI will perform the evaluation of all of the proposal(s) received. The committee will rank the proposal as submitted.

The MOA reserves the right to select proposals based solely on the written proposal.

The MOA also reserves the right to request oral interviews with any or all respondents.

If award is based on written proposal only, award will be based on the highest committee collective numerical score.

The MOA reserves the right to waive minor irregularities of the written proposal.

SECTION 8 ATTACHMENT REFERENCE SITES (*Staff NOTE: No physical attachments, except 8.8 Overview below*)

- 8.1 MRI Airport Master Plan <http://www.merrillfieldmasterplan.com/>
- 8.2 MRI Airport Layout Plan (ALP) 2012
- 8.3 Plat 85-23
- 8.4 Standard MOA/MRI Lease Template
- 8.5 MRI Leasehold Development Checklist
- 8.6 MRI Construction Standards Landscaping Guidelines
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